



## Safety and Loss Prevention Officer

**Department:** Countywide

**EEO Code:** 22

**Class Code:** 1814

**FLSA:** E

**Effective:** 03/06/1991

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of considerable difficulty providing loss prevention services for the County; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

(illustrative only)

Inspects all County facilities on a regular basis, to include work place inspections, areas used for special events, and educational facilities;

Prepares reports of inspection findings and recommendations for improvement;

Conducts training seminars on loss prevention topics for County and School personnel;

Consults frequently with County department personnel on loss prevention issues;

Reviews State and Federal Safety Regulations to ensure compliance;

Examines County accidents to determine what preventive measures should be taken in the future;

Serves on committees and boards as required;

Performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of loss prevention principles and techniques; of educating the public on loss prevention and its importance in the work place. Considerable skill in applying the principles and techniques of loss prevention; in training employees on loss prevention theory and practice; in report writing; in reading and interpreting state and federal regulations.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Core curriculum for a bachelor's degree in loss control and safety or related field and two (2) years experience in a progressively responsible loss prevention position; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

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| <p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p> |
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